

# **Attachment U.S. SMALL BUSINESS ADMINISTRATION ON GRANTS.GOV INSTRUCTION PACKAGE**

**Office of Veterans Business Development – Veterans Business Outreach Center  
(VBOC)**

**Funding Opportunity Numbers: VBOC-2015-02**

---

## **IMPORTANT**

**ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTS.GOV.**

**If your organization hasn't already done so, it must register with Grants.gov  
before  
Applying for this funding opportunity.**

**THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1 - 2 WEEKS, MUST BE COMPLETED  
TO SUBMIT AN APPLICATION ELECTRONICALLY.  
IT IS STRONGLY SUGGESTED THAT YOU START THE REGISTRATION PROCESS  
IMMEDIATELY.**

**If you experience any problems registering with Grants.gov,  
call the Grants.gov Support Line at 1-800-518-4726.  
The hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard Time.**

### **1. Registering with Grants.gov**

**SBA requires the use of the Grants.gov website for submission of all grant application packages. If your organization hasn't already done so, it must register with Grants.gov before it can apply for this funding opportunity.**

**Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take a number of days, so please don't wait until the last minute if you have a deadline approaching! If you have problems registering with Grants.gov, call the help desk at 1-800-518-4726.**

**The checklist below has been designed to help guide you through the Grants.gov registration process. Complete instructions for registering with Grants.gov are located at [www.Grants.gov](http://www.Grants.gov).**

**A glossary of terms and links to important online resources follow the checklist.**

<b>What you need to do</b>	<b>Time it takes</b>	<b>Tips</b>
<p><b>1. Find out your institution's DUNS number</b></p> <p>All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed.</p> <p>Ask your grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers.</p> <p>If your institution doesn't have a DUNS number, call the special Dun &amp; Bradstreet hotline at 1-866-705-5711 to receive one free of charge.</p> <p>More information about DUNS numbers is available at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p>	<p>You will receive a DUNS number at the conclusion of the phone call.</p>	<p>Record and protect your DUNS number and have it available for quick reference in the following steps.</p>
<p><b>2. Register your institution with System of Award Management (SAM)</b></p> <p>SAM is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. SAM will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with SAM.</p> <p><b>Remember that registration with the System of Award Management must be confirmed each year for your Grants.gov registration to remain valid.</b></p> <p>If your organization is not registered, you can register online at <a href="http://www.sam.gov">www.sam.gov</a> or apply by phone (1-888-227-2423).</p> <p>When your organization registers with SAM, you must designate:</p> <p>1) SAM Point of Contact (SAM POC). This individual is responsible for maintaining the accuracy and timeliness of the information in SAM's registry. Upon successful registration, SAM POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's SAM information as necessary.</p>	<p>This is the most cumbersome step. We recommend that you allow up to 3 days gathering information and preparing the application. After you submit your registration information, SAM will send an e-mail confirmation, generally on the same day.</p>	<p>The SAM site uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc.; just provide the requested information.</p> <p>Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.</p>

<p>2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both SAM POC and as Ebiz POC.</p> <p>During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 3 below.</p>		
<p><b>3. Register with Grants.gov</b></p> <p>Finally, your organization's AOR(s) must register with Grants.gov at <a href="http://www.grants.gov/web/grants/applicants/organization-registration.html">http://www.grants.gov/web/grants/applicants/organization-registration.html</a>.</p> <p>Registration creates an account on Grants.gov that enables you organization to name and confirm authorization from one or more AORs and then allow the AORs to submit applications on your organization's behalf.</p> <p>When an AOR registers with Grants.gov, the Ebiz POC for your organization will receive an e-mail notification. Your Ebiz POC must the logon to Grants.gov (using the DUNS number from Step 1 and the MPIN password from Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an Ebiz POC approves an AOR, Grants.gov will notify the AOR via e-mail.</p>	<p>Same day.</p> <p>AORs will receive usernames and passwords when they submit their information.</p> <p>AORs will receive usernames and passwords when they submit their information.</p>	<p>If you are uncertain about your organization's AOR, contact Grants.gov with your DUNS number and they can check for you.</p> <p>An organization does not need more than one AOR. While the AOR is the only one who can submit applications, others (e.g., project director, development director) can work on the proposal prior to submission.</p> <p>AORs should record and protect their User IDs and passwords, and have them available for quick reference.</p>

## Glossary

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grants.gov.

DUNS Number: DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 1-866-705-5711 to receive one free of charge.

E-Business Point of Contact (Ebiz POC): Person who will designate which staff members can submit applications through Grants.gov. When you register with CCR, your institution will be asked to designate an Ebiz POC.

M-Pin: Password used by your Ebiz POC to designate which staff members can submit applications to Grants.gov.

System of Award Management (SAM): Institutions receiving any type of award from the federal government must register with SAM.

## Useful Links and Resources

DUNS Number information: <http://fedgov.dnb.com/webform>

System for Award Management (SAM): <http://www.sam.gov>

Register with Grants.gov: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

Grants.gov website: <http://www.grants.gov>

Grants.gov e-mail: [support@grants.gov](mailto:support@grants.gov)

Grants.gov Applicant Resources: <http://www.grants.gov/web/grants/applicants/applicant-resources.html>.

Grants.gov Support Line: 1-800-518-4726

## 2. Accessing & Submitting Required Forms on GRANTS.GOV

This section provides the guidelines and instructions for the forms that are required for the grant program to which you are applying. These forms must be completed to submit your application. They can be found on SBA's web site [www.sba.gov](http://www.sba.gov) and on [www.grants.gov](http://www.grants.gov). They should be downloaded onto the computer, saved as a file and submitted as an attachment.

*Grants.gov Tip: As you complete each form on grants.gov, scroll to the bottom of each page to look for Save, Next or Submit commands.*

To apply for this funding opportunity, the forms listed below must be submitted through Grants.gov:

- ☐ **SF-424, Application for Federal Assistance** - this form asks for basic information about your organization. This form can be retrieved from [www.grants.gov](http://www.grants.gov).
- ☐ **SF-424(a), Budget Information** - this form is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year of this proposal. This form can be retrieved from [www.grants.gov](http://www.grants.gov).
- ☐ All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies and include SF-424B Assurances.
- ☐ **SF-424(b), Assurances** - this form is for certification that the organization will comply with all applicable requirements of the Federal laws, executive orders, regulations and policies governing the grant program. This form can be retrieved from [www.grants.gov](http://www.grants.gov).
- ☐ **SBA Attachment Form** - when you open the SBA Attachment Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

**Please attach the proper file to the proper button as listed below. Please note that additional documents can be put in a zip file and submitted as an attachment.**

☐ **ATTACHMENT 1 - List of Attachments**

Create a list outlining all attachments. This will assist SBA in verifying all attachments were received. Name this document: List of Attachments.

☐ **ATTACHMENT 2 - A-9 thru A-12 Budget Detail Worksheet, with narrative justification, for Twelve Month Budget Period**

Name this document: A9-A12 Budget.

Template provided by SBA. [OVBD Forms and Worksheets](#)

☐ **ATTACHMENT 3 – Technical Proposal**

Attach all documents comprising your Technical Proposal, as outlined below. Name this document: Technical Proposal.

Your Technical Proposal should consist of:

- ☐ Resumes and job descriptions for all key personnel; **Key personnel includes anyone in a management position (e.g., a director or supervisor) or any individual whose job is "vital" to the performance of the project (e.g., a TA provider). Names and position titles are required for all employees being paid from grant funds, regardless of whether those employees are considered key personnel.**
- ☐ List of Contractors/Consultants
- ☐ **Copies of Contractual/Consultant Agreements (Over \$25,000)**
- ☐ Tax Identification Documentation, 501(c)(3) letter. Name this document: 501c3
- ☐ CFO Certification

Certification statement from a staff person or outside entity with financial expertise that the organization has an internal financial management system that meets the standards prescribed in 2 CFR 215.21 through 215.28. Name this document: CFO Cert.

- ☐ Copy of Most Recent Audit Report (2014) or link to website where the report can be located  
Name this document: Audit.
- ☐ **NOTE:** Include the technical proposal as an attachment only if the Agency request and identify changes to be made to this document.

Use this link of a listing of forms and worksheets [OVBD Forms and Worksheets](#)

☐ **ATTACHMENT4 – ACH Vendor Form SF-3881**

Name this document: ACH.

<http://www.sba.gov/content/standard-form-3881-ach-vendormiscellaneous-payment-enrollment-form>

☐ **ATTACHMENT 5 – Indirect Cost Rate Proposal from Cognizant Agency (if applicable) – Applicant must submit current approved rate**

If the Applicant does not have such an agreement, it must propose an indirect cost rate in accordance with the procedures set forth in the applicable cost principles circular. Name this document: Indirect Cost Rate.

☐ **ATTACHMENT 6 - Copy of the Applicant's Cost Policy Statement**

The cost policy statement must describe all accounting policies and narrate in detail your proposed cost allocation plan. This plan must identify the procedures used to identify, measure, and allocate all costs to each benefiting activity. This policy should be signed by an authorized official. Name this document: Cost Policy.

- ☐ **ATTACHMENT 7 – SBA Form 1711, Certification Regarding Lobbying & Disclosure of Lobbying Activities**

Name this document: Form 1711.

- ☐ **ATTACHMENT 8 - SBA Form 1623, Debarment and Suspension**

Name this document: Form 1623

- ☐ **ATTACHMENT 9 – Drug-Free Workplace Agreement**

Name this document: Drug Free Cert.

After you submit your electronic application to Grants.gov, you will be assigned a Grants.gov tracking number on the screen. It will also be e-mailed to your AOR.

For additional help on how to use Grants.gov, you can send an e-mail to the Grants.gov helpdesk at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

For specific questions regarding this funding opportunity you should contact or email [janet.moorman@sba.gov](mailto:janet.moorman@sba.gov).

[OVBD Forms and Worksheets](#)

**NOTE: To save your documents as PDFs, you will need to use PDF generator software.**